

## ePROCUREMENT 8.8

### PO EXPEDITING QUERY

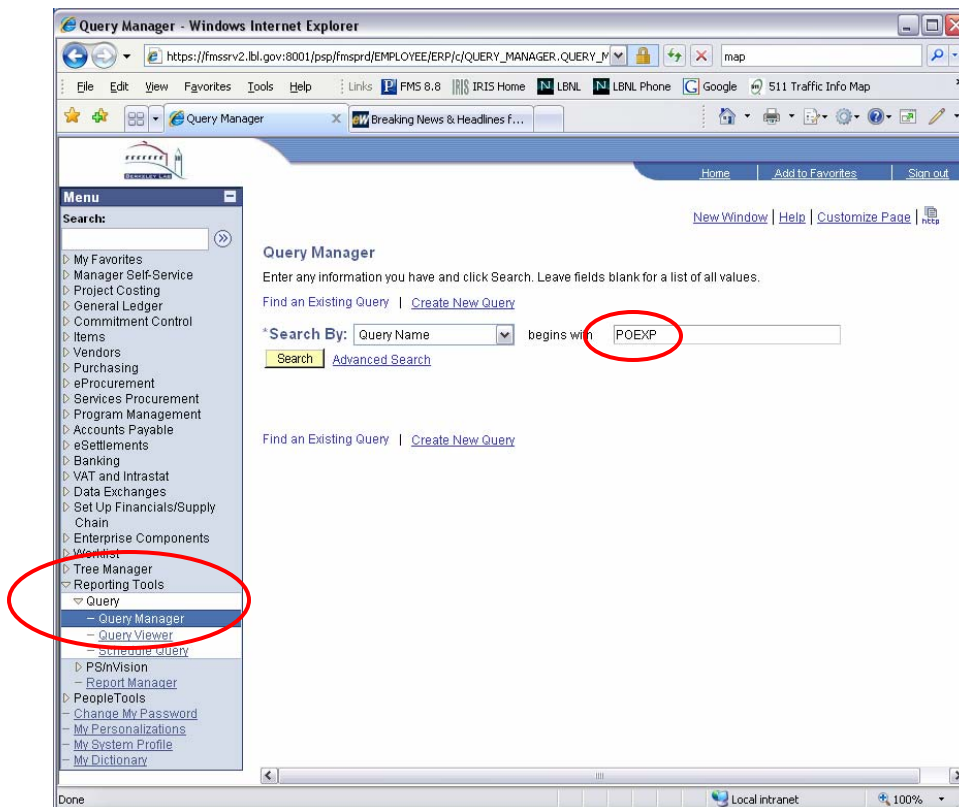
Purchase orders should be closed when they are complete. Closing POs removes all existing PO accounting liens that divisions see and speeds up system performance. The monthly *PORECON* process will automatically close POs that are fully received and invoiced (matched) and which have not been saved in the past 90 days. If the Lab will not receive and pay for all items on the PO, a lien will remain on the PO and the PO will not automatically close.

To close a PO:

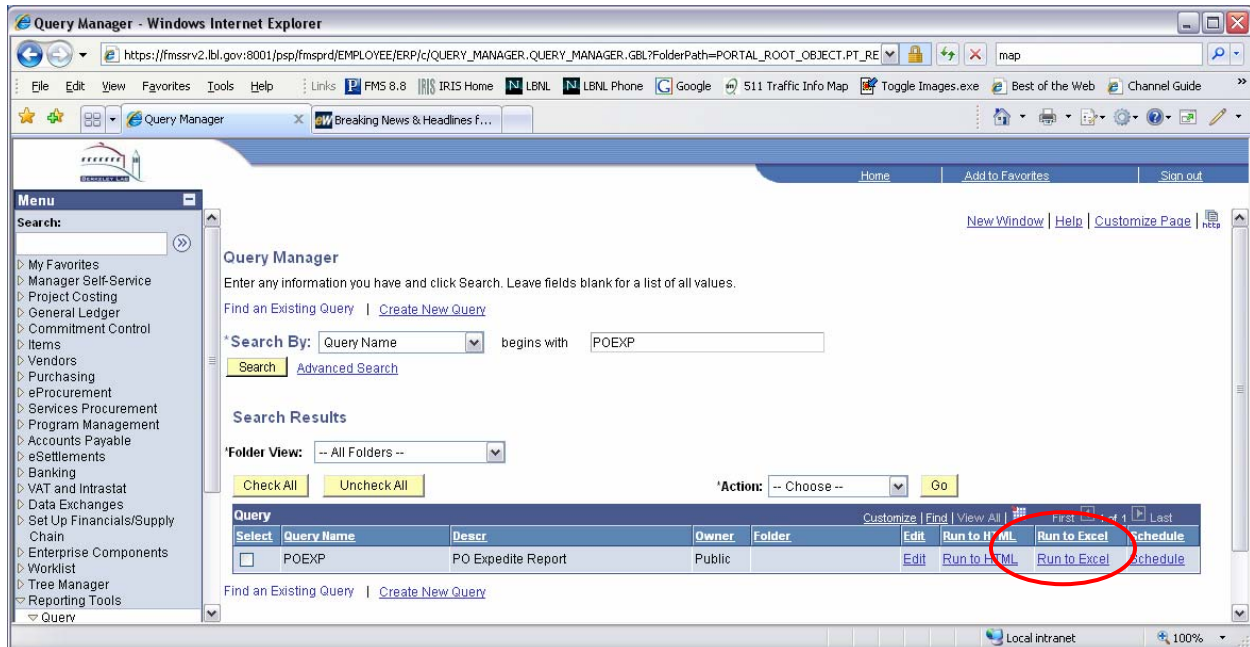
1. Identify POs that need to be closed.
2. Close the POs using the *PO Reconciliation Workbench*.  
(See the "Close a PO" procedure for doing this.)

This topic shows how to identify your POs that need to be closed using the "POEXP" PeopleSoft Query.

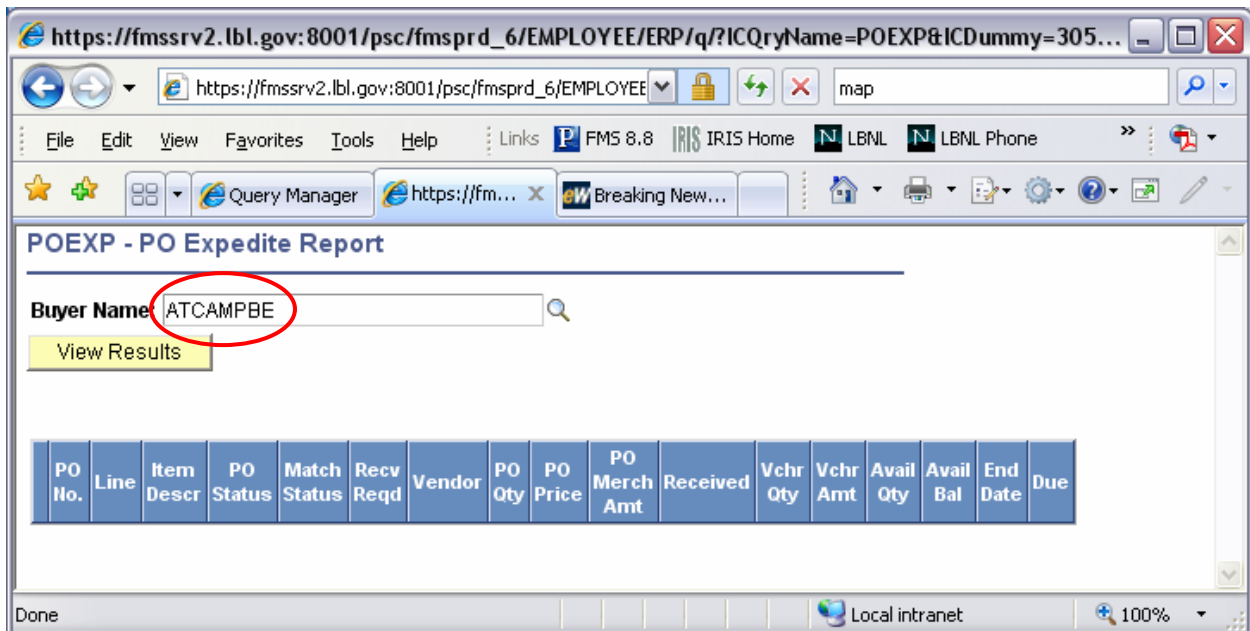
- Navigate to PeopleSoft Query by going to:  
**Reporting Tools | Query | Query Manager**
- Type in the query name **POEXP** and click the **Search** button.



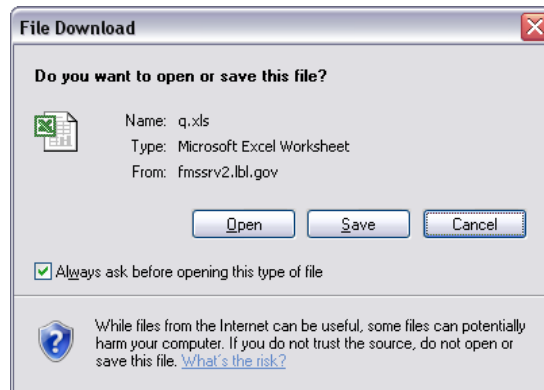
- Click the **Run to Excel** link. A new window will open.



- Enter your **Buyer Name** (PeopleSoft User ID) then click the **View Results** button.



- A dialog box will appear. Click **Save** and store the Excel on your computer where you can easily get to it (your Desktop).



- Double-click on the Excel file you saved to open it.

- View the spreadsheet. Adjust the width of the columns as necessary by dragging the lines between the column letters. There will be a row on the spreadsheet for each PO line for all POs that are not "Complete" (not "closed").
- Use the *Match Status* as a guide to what is happening on a PO line. Here is what the *Match Status* column indicates:
  - Unmatched:** No invoices have been entered or paid for the line.
  - Matched:** The line is fully received and invoiced.
  - Partial:** An invoice has been paid on the line but there is still an open amount on the line

The rest of the spreadsheet row indicates quantities ordered, quantities received, quantities invoiced (vouchered), and amounts paid.

- The *Due* column (on the right-side of the spreadsheet) shows the date the item should have been shipped to the Lab.
- The presence of date in the *End Date* column can indicate that the PO is a Type-2 (blanket) order.

Microsoft Excel - Expediting.xls

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PO No.	Line	Item Deser	PO Status	Match Status	Recv Reqd	Vendor	PO Qty	PO Price	PO Merch Amt	Received	Ychr Qty	Ychr Amt	Avail Qty	Avail Bal	End Date	Due
6717280	1	Whelen Model WPS2800-5 Omni	Dispatched	Unmatched	Y	SAFETY-001	1.0000	0.00000	0.000	0.0000	0.0000	0.000	1.0000	0.0000		12/1/2004
6720008	1	Double Tilt low background Hold	Dispatched	Partial	N	FEI	1.0000	12475.00000	12475.000	0.0000	0.0000	0.000	1.0000	12475.0000		2/25/2005
6721371	1	NSC35/TiPt/H50 3-Beam Cantile	Dispatched	Matched	Y	MIKROMASCH-001	1.0000	900.00000	900.000	1.0000	1.0000	900.000	0.0000	0.0000		4/22/2005
6721371	2	NSC35/TiPt/H5 3-Beam Cantilever,	Dispatched	Matched	Y	MIKROMASCH-001	1.0000	360.00000	360.000	1.0000	1.0000	360.000	0.0000	0.0000		5/3/2005
6721371	3	2-Day Shipping-Domestic	Dispatched	Unmatched	N	MIKROMASCH-001	1.0000	15.00000	15.000	0.0000	0.0000	0.000	1.0000	15.0000		5/3/2005
6721880	1	Conversion/Upgrade of two 4" di	Dispatched	Matched	Y	EXPERTECH	1.0000	387000.00000	387000.000	1.0000	1.0000	387000.000	0.0000	0.0000		1/13/2005
6800667	1	Mirror Coating, incidental to ope	Dispatched	Unmatched	N	OXFORD DANFYSI	1.0000	6000.00000	6000.000	0.0000	0.0000	0.000	1.0000	6000.0000	6/21/2005	9/30/2005
6800696	1	Fabrication of M101 and M301 upr	Dispatched	Matched	Y	INSYNC INC	2.0000	39000.00000	78000.000	2.0000	2.0000	78000.000	0.0000	0.0000	6/21/2005	1/18/2006
6800696	2	Fabrication of M201 downwardly	Dispatched	Matched	Y	INSYNC INC	1.0000	43000.00000	43000.000	1.0000	1.0000	43000.000	0.0000	0.0000	6/21/2005	1/18/2006
6800696	3	Fabrication of M202 upwardly del	Dispatched	Matched	Y	INSYNC INC	1.0000	57000.00000	57000.000	1.0000	1.0000	57000.000	0.0000	0.0000	6/21/2005	3/20/2006
6800916	1	MEV TOF ELEMENT S1L1E1, Fir	Dispatched	Matched	N	LLNL-001	24123.3000	1.00000	24123.300	0.0000	24123.3000	24123.300	0.0000	0.0000	7/1/2005	9/12/2005
6800916	2	MEV TOF ELEMENT S1L1E2, Fir	Dispatched	Unmatched	N	LLNL-001	1.0000	0.00000	0.000	0.0000	0.0000	0.000	1.0000	0.0000	7/1/2005	9/12/2005
6800916	3	MEV TOF ELEMENT S1L1E3, Fir	Dispatched	Unmatched	N	LLNL-001	1.0000	0.00000	0.000	0.0000	0.0000	0.000	1.0000	0.0000	7/1/2005	9/12/2005
6800916	4	MEV TOF ELEMENT S1L2E1, Fir	Dispatched	Unmatched	N	LLNL-001	1.0000	0.00000	0.000	0.0000	0.0000	0.000	1.0000	0.0000	7/1/2005	9/12/2005
6800916	5	MEV TOF ELEMENT S1L2E3, Fir	Dispatched	Unmatched	N	LLNL-001	3.0000	0.00000	0.000	0.0000	0.0000	0.000	3.0000	0.0000	7/1/2005	9/12/2005
6800916	6	MEV TOF ELEMENT S2L1E3, Fir	Dispatched	Unmatched	N	LLNL-001	1.0000	0.00000	0.000	0.0000	0.0000	0.000	1.0000	0.0000	7/1/2005	9/12/2005
6800916	7	MEV TOF ELEMENT S2L1E3, Fir	Dispatched	Unmatched	N	LLNL-001	3.0000	0.00000	0.000	0.0000	0.0000	0.000	3.0000	0.0000	7/1/2005	9/12/2005
6800916	8	MEV TOF ELEMENT S2L1E3, Fir	Dispatched	Unmatched	N	LLNL-001	1.0000	0.00000	0.000	0.0000	0.0000	0.000	1.0000	0.0000	7/1/2005	9/12/2005
6800916	9	MEV TOF ELEMENT S2L2E1, Fir	Dispatched	Unmatched	N	LLNL-001	1.0000	0.00000	0.000	0.0000	0.0000	0.000	1.0000	0.0000	7/1/2005	9/12/2005
6800916	10	MEV TOF ELEMENT S2L2E2, Fir	Dispatched	Unmatched	N	LLNL-001	1.0000	0.00000	0.000	0.0000	0.0000	0.000	1.0000	0.0000	7/1/2005	9/12/2005
6800916	11	MEV TOF ELEMENT S2L2E3, Fir	Dispatched	Unmatched	N	LLNL-001	1.0000	0.00000	0.000	0.0000	0.0000	0.000	1.0000	0.0000	7/1/2005	9/12/2005
6800916	12	MEV TOF ELEMENT S3L1E3, Fir	Dispatched	Unmatched	N	LLNL-001	1.0000	0.00000	0.000	0.0000	0.0000	0.000	1.0000	0.0000	7/1/2005	9/12/2005
6800979	1	RF Window Assemblies, MA259:	Dispatched	Matched	Y	E2Y TECHNO-001	2.0000	35000.00000	70000.000	4.0000	2.0000	70000.000	0.0000	0.0000	7/6/2005	10/19/2005

sheet1

Ready